ENCLOSURE C

DEPARTMENT OF THE TREASURY

CLASSIFIED DOCUMENT ACCOUNTABILITY RECORD

(Upon copy of this form must remain affixed to document(s) transmitted herewith)

DATE OF DISPATCH	DATE RECEIVED	SUSPENSE DATE	LOG NO

SECTION A — GENERAL

TO	FROM

CONTROL OR FILE NO	CLASSIFICATION	DATE OF DOCUMENT	DESCRIPTION (Unclassified Items such as Report, Letter, Memo, Etc. Unclassified Subject or Short Title, Page Number and Number of Attachments)	ORIGINATOR	NO. OF COPIES

SECTION B — INTERNAL ROUTING

TO	COPY NO	DATE	PRINTED NAME	SIGNATURE
1.				
2				
3				
4				
5				

SECTION C — REPRODUCTION AUTHORITY

NO OF COPIES REPRODUCED	AUTHORIZED BY (Printed or typed name)	SIGNATURE	DATE

SECTION D — DESTRUCTION CERTIFICATE

MATERIAL DESCRIBED HEREIN HAS BEEN (Check appropriate block)

☐ DESTROYED ☐ TORN AND PLACED IN A CLASSIFIED WASTE CONTAINER (Burn bag)

DESTRUCTION RECORD NO.	PAGE OR COPY NO.

PRINTED NAME OF CERTIFYING/DESTRUCTION OFFICIAL	SIGNATURE	DATE
PRINTED NAME OF WITNESSING OFFICIAL	SIGNATURE	DATE

SECTION E — TRACER ACTION

☐ SIGNED COPY OF RECEIPT FOR MATERIAL DESCRIBED ABOVE HAS NOT BEEN RECEIVED. PLEASE ACCOMPLISH APPROPRIATE SPACE IN SECTION F AND RETURN

SECTION F — RECEIPT ACTION

☐ DOCUMENT(S) HAVE NOT BEEN RECEIVED ☒ RECEIPT OF DOCUMENT(S) ACKNOWLEDGED

(Typed or printed name)	(Signature)	(Date)

REMARKS:

TREASURY FORM NO. 2747 (Rev. ADMIN. INSTR. NO. 242 - Aug. 1973)

Return Original to Sender